

TRANSPORTATION ASSET MANAGEMENT COUNCIL

January 9, 2019 at 1:00 p.m.

MDOT Aeronautics Building, 2nd Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

MINUTES

**** Frequently Used Acronyms List attached**

Members Present:

Derek Bradshaw, MAR/GLS Region V
Bill McEntee, CRA – Vice-Chair
Jonathan Start, MTPA/KATS
Rob Surber, DTMB/CSS

Joanna Johnson, CRA/RCKC – Chair
Gary Mekjian, MML
Robert Slattery, MML
Jennifer Tubbs, MTA

Support Staff Present:

Niles Annelin, MDOT
Christopher Bolt, MAC/Jackson DOT
Mark Holmes, DTMB/CSS

Roger Belknap, MDOT
Rebecca Curtis, MDOT
Gloria Strong, MDOT

Public Present:

Christopher Bolt, MAC/JCDOT
Larry Doyle, MDOT

Amber Hicks, MIC Admin. Support
Jessica Moy, MIC Executive Director

Members Absent:

Todd White, MDOT
Brad Wieferich, MDOT

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:04 p.m. Everyone was welcomed and introduced.

2. Changes or Additions to the Agenda (Action Item):

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda (Action Item):

4.1. – Approval of the December 5, 2018 Meeting Minutes (Attachment 1)

Motion: D. Bradshaw made a motion to approve the December 5, 2018 meeting minutes; G. Mekjian seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)

R. Belknap gave a brief review of the January 4, 2019 TAMC Budget Expenditure Report.

5. Michigan Infrastructure Council Update – J. Johnson:

The Michigan Infrastructure Council (MIC) approved Christopher Bolt as the new TAMC Council member. C. Bolt will replace Don Disselkoen on the Council and represent the Michigan Association of Counties (MAC). The MIC decided to put forth their own budget. TAMC and the Water Asset Management Council (WAMC) will have their separate budgets. The MIC budget is \$1.5 million and the WAMC budget is \$1.2 million under the last administration. Right now, under the new administration, they are still unfunded.

MIC and WAMC have already given their budget proposals to their respective directors. Leadership and staff of all three councils will work together, along with CSS, to make things cost effective.

6. - Old Business:

TAMC Work Program Update – R. Belknap (Attachment 3)

A copy of the TAMC Work Program was provided. It was requested that each committee review the program and determine where they are at on accomplishing their assigned tasks. J. Start informed the Council that they must begin work on the 2020-2023 TAMC Work Program and start thinking about discussion items for the June 5, 2019 Strategic Planning Session.

7. Committee Reviews and Discussion Items:

7.1. – Bridge Committee – R. Curtis

7.1.1. – Michigan Bridge Bundling Efforts – R. Curtis

MDOT is developing a bridge bundling program to help MDOT and local agencies reduce the cost of construction by bundling projects together. The consulting firm, KPMG, is helping with this initiative. MDOT has partnered with the Michigan County Road Association (CRA) and have plans to reach out to the Michigan Municipal League (MML) as well, to assist them. The goal is to present a few options on how to do the bundling to the Governor by March 2019. TAMC supports this as an effective tool in asset management. Some of the funds could be used for more preservation work and this will help agencies make good asset management goals. MDOT expects to have their initial draft report completed by mid-January.

7.1.2. – Status of Culvert Pilot Project Fund Balance and Invoices – R. Belknap

TAMC support staff is working with MDOT Finance on determining how much of the Culvert Pilot Project funds are still available.

7.1.3. – Continuing Culvert Data Collection Efforts/Training/TAMC Technology – R. Belknap

MTU will continue to do the training if funding is available from the past culvert pilot project. A contract amendment might be necessary to show how the funds are being spent on culverts. MTU stated that it will cost approximately \$12,500 for them to do culvert training, however this was not added to the budget report. CSS estimated that it would cost \$25,000 to create a dashboard for the culvert data. Bridge Committee will propose how to use the remaining culvert funds.

7.1.4. – Reporting Culvert Pilot in TAMC Annual Report and LTAP Bridge Newsletter – R. Belknap

TAMC support staff will discuss with the TAMC Bridge Committee at their meeting January 24, 2019, what they would like to see included in the annual report from the Culvert Pilot Project.

MTU is writing the *Bridge* newsletter article and will use the culvert reports executive summary and include a few interviews.

7.2. – ACE Committee – J. Start

7.2.1. – FY 2020 TAMC Budget – J. Start/R. Belknap (Attachment 4) (Action Item)

R. Belknap presented a copy of a draft FY 2016 – FY 2020 budget report. No major changes were made to the budget for FY 2020. Recommendations in the draft are based on past expenditures. An Unallocated/Contingency Funds category was added to the budget for unexpected expenses in FY 2020. Funding for culverts and traffic signals was not added. TAMC support staff is working with MDOT Finance to determine how much of the

Culvert Pilot Project funds are still available. At this point TAMC can't justify additional culvert funding in the FY 2020 budget.

The final budget request is due to the MDOT Finance Office by January 18, 2019 to be included in the state's budget process. TAMC needs to discuss the FY 2021 budget at their June 5, 2019, Strategic Planning Session.

Motion: A motion was made by D. Bradshaw to accept the FY 2020 budget report as presented and with a change of Northeast Michigan Council of Government and Networks Northwest data information being swapped; J. Start seconded the motion. The motion was approved by all members present.

7.2.2. – FY 2021 TAMC Budget and TAMC Work Program – J. Start

The Committee would like to create a process for when and how TAMC creates its budget. It was suggested to start working on the next year's TAMC budget in October, prior to the January budget due date to the MIC. TAMC will need to think about adding culverts and traffic signals especially for FY 2021. All committees need to help prioritize the items in the work program and budget.

7.2.3. – Training Schedule Update – TAMC Members Participation – R. Belknap (Attachment 5)

Just a reminder that there are a few conferences and trainings that need Council representation. Support staff passed around the sign-up sheet for Council members to review and sign up to attend on behalf of TAMC.

7.2.4. – Status of TAMC Asset Management Plan Template and Training – R. Belknap

The ACE Committee supported the idea of holding an informational Webinar. The Webinar is to go over Public Act 325 and inform agencies of what the Council is doing towards meeting the Acts requirements. This is a work item in progress and will be done after TAMC has the *White Paper* that MTU is creating outlining Asset Management Plan requirements under PA 325. Support staff will use the paper to create a TAMC policy for the submission and requirements of the Asset Management Plans. A map was provided showing the agencies that are required to do asset management plans and when they are due. Per Public Act 325, TAMC must have an Asset Management Plan Template in place by October 1, 2019. MTU has already created that template and has provided training to local agencies that helps them create a draft asset management plan by the end of the training session.

Action Item: Support staff to develop a TAMC Asset Management Plan Policy, based on the work done by MTU.

Action Item: Support staff will add the approved *White Paper* to the TAMC Website and share with the regions. Council members will share with their representing agency.

7.2.5. – 2019 TAMC Spring Conference Update – G. Strong

The American Public Works Association (APWA) Conference will be held on May 22 and 23, 2019, at the Treetop Resort in Gaylord, Michigan. The APWA annual golf outing is on May 21, 2019. G. Strong held a teleconference with the APWA conference planners and it was decided that the best day to hold the TAMC conference in conjunction with APWA (sharing presenters) would be on Wednesday, May 22, 2019. G. Strong will work on the rest of the logistics with APWA and start the contracts with

Treetops (conference location) and Otsego Resort (lodging location for TAMC conference attendees).

Action Item: G. Strong will work on the contracts with Treetops Resort (conference location) and Otsego Resort (lodging).

7.3. – Data Committee – B. McEntee

7.3.1. – IRT/ADARS Compliance Report – R. Belknap (Attachment 6)

FY 2017 is almost complete and there are approximately 8 to 10 agencies that need to finalize their data and related requirements. They have received an official letter from the Act 51 team that specifies what steps they need to complete in order to finish. A TAMC email has been set up for people to respond to letting us know they have completed their requirements or if they have any questions.

There are still several Act 51 Reports coming in for FY 2018. The committee would like to add a feature to the IRT indicating an agency has added future projects. CSS will add this feature to the IRT. There was discussion to add check boxes for the agency to state if their asset management plan has been completed, if they have any three-year projects entered, and if their federal aid has been imported into the IRT so that they do not have to be entered twice. The committee will also need to think about warranties in the future.

7.3.2. – 2017 Draft Reported Bridge Investments for TAMC Annual Report – B. McEntee

B. McEntee presented the 2017 IRT reported bridge projects by work type. This information was also shared with the TAMC Bridge Committee and he requested that they let him know what they would like to see in the annual report.

7.3.3. – 2017 Draft Reported Road Investments for TAMC Annual Report – B. McEntee

IRT 2017 calendar year data was shared with the Council. B. McEntee did a brief presentation regarding the IRT 2017 Calendar Year Data. The presentation included Capital Preventive Maintenance (CPM) along with costs on the local road system and the rest of the system, reconstruction cost per lane mile, work type Rehabilitation, and National Functional Classification (NFC) data. He would like to include this information in the annual report.

Action Item: B. McEntee will rerun the 2017 data at the end of January that will include all MDOT's projects. He would like to have this completed by mid-March so that the information can be included in the annual report.

Action Item: R. Belknap will add B. McEntee's presentation to the TAMC Sharepoint so that the Council can review and comment on.

Action Item: Council members were asked to review the graphs and provide any feedback to B. McEntee and let him know what they would like to see placed in the annual report.

7.3.4. – Paving Warranties and the TAMC IRT – B. McEntee

TAMC will need to add traffic signals and warranties to their data system. B. McEntee suggested that TAMC invite subject matter experts to come in and speak to the Council and offer some insight. CSS will need to provide an estimate of how much it will cost to accomplish adding the traffic signals data to the IRT.

B. McEntee informed the Council that TAMC will need to add the Warranty Program information to the TAMC interactive map in the near future. There is an agreement between MDOT, the County Road Association (CRA), and possibly MML on the Warranty Program. There is a warranty check box currently in the IRT when agencies are entering a project. There are eight warranty items that need to be entered into the system and five or six of the eight items are already currently being collected in the IRT. We may need to add another 3 or 4 fields in the data set. It may be necessary to provide CSS with more funds in the 2019 budget in order to accomplish these tasks.

Currently, CSS receives data from multi sources in order to do the dashboards. It is a labor-intensive process. CSS suggested developing a portal that would make retrieving the necessary data more efficiently and could cut CSS's time in half for data entry. This will also help with quality control. It is approximately a \$30,000 project. It is a long-term effort over 2-3 years.

It will be required for TAMC to keep track of what projects are under warranty and if a call is made on that warranty, where that information will be tracked.

7.4. -Michigan Center for Shared Solutions – M. Holmes

CSS is currently working on finalizing the Safety dashboards that went live January 2, 2019. There are some geography questions tied into the data and there will need to be more discussions on this with the Data Committee.

They are working on holding their IRT trainings.

CSS is working on the Michigan Geographic Framework (MGF) update and technology system which is now in production and a new version will be coming out in February 2019. This change will improve the Framework's interface with Roadsoft. CSS will be working with MTU and doing linear testing in the near future. This work is in addition to working with B. McEntee on data information for the annual report.

7.5. – Michigan Technological University/Technical Assistance Reports

7.5.1. – Monthly Training Report (November 1-30, 2018) (Attachment 7)

A copy of the Training Report for the reporting period of November 1-30, 2018, was provided to the Council.

7.5.2. – Monthly Activities Report (November 1-30, 2018) (Attachment 8)

A copy of the Activities Report for the reporting period of November 1-30, 2018, was provided to the Council.

8. Public Comments:

J. Moy spoke about broadening the joint collaborative efforts between TAMC and WAMC that will make efforts more cost and time effective.

9. Member Comments:

J. Tubbs made a comment regarding an article regarding TAMC in the MTU newsletter. The article was also shared on the LinkedIn application, as well as on the MIC Website.

J. Johnson plans to get a TAMC golf group together to participate in the May 21, 2019 APWA Golf Outing in Gaylord, Michigan.

Just a reminder that June 5, 2019 is the TAMC Strategic Planning Session at MDOT Aeronautics Building, 2nd Floor Commission Conference Room, Lansing.

11. Adjournment:

The meeting adjourned at 3:01 p.m. The next full Council meeting will be held February 6, 2019 at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION

NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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